

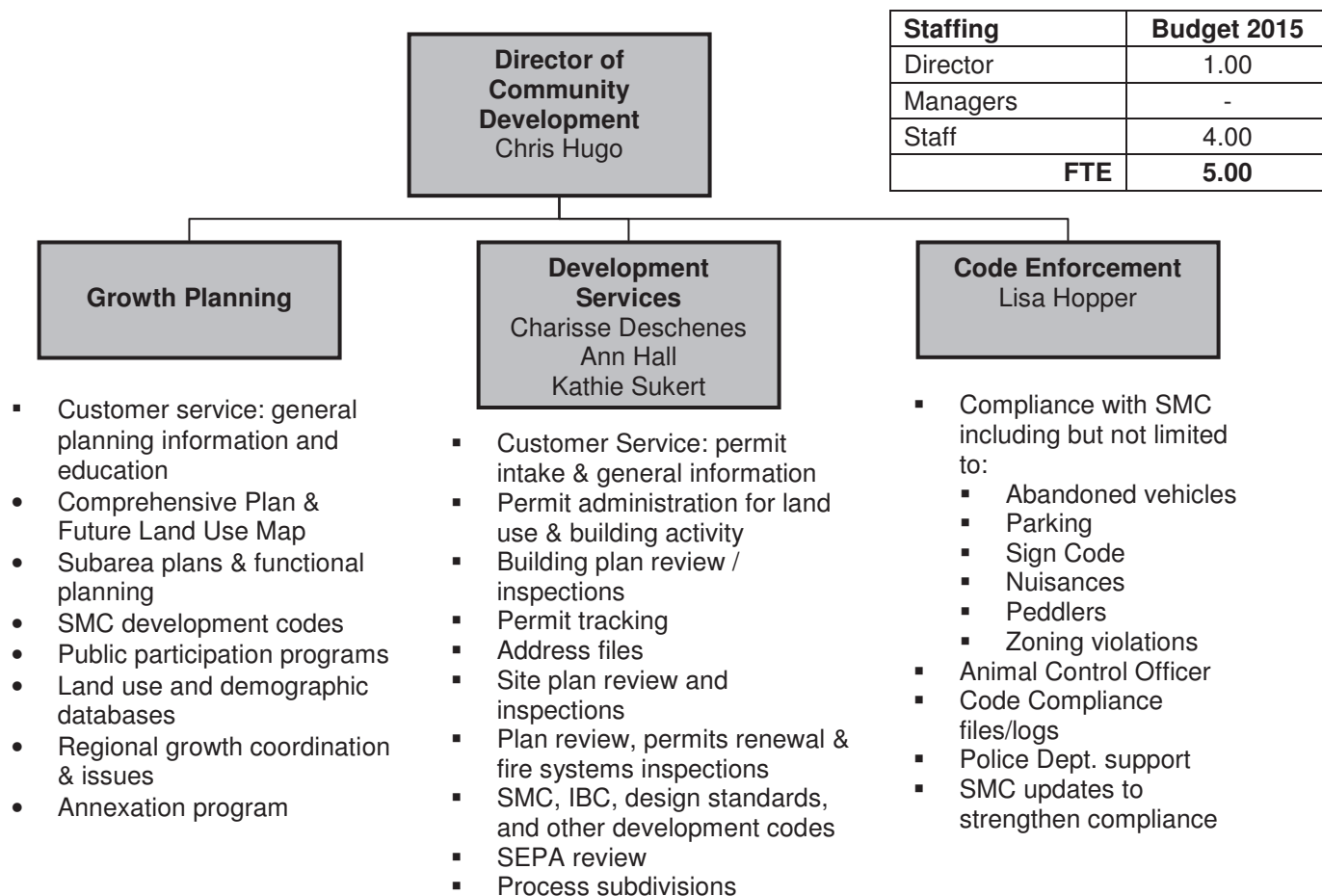
City of Sequim 2015 Budget

Department of Community Development



City Of Sequim Department Description

Department of Community Development



The **Department of Community Development** is responsible for the community's healthy growth and development. This duty includes administration of the City's land use policies and regulations, including the Comprehensive Plan, zoning and subdivision codes, environmental plans and ordinances, and building and fire codes. The Department's Code Compliance section helps ensure adherence to a broad range of code provisions related to community maintenance.

Growth Planning is responsible for managing the preparation of community plans for long-range growth and development, including the Comprehensive Plan and subarea plans for Downtown or other districts, as well as assisting in the preparation of functional plans for transportation, utilities, parks, and public safety.

Development Services is responsible for promoting the general health, safety and welfare through administration of development and building codes, project and plan reviews, site and building inspections, and environmental reviews. Development Services consists of two sections, Current Planning and Building Services. Current Planning administers all land use codes and permits including rezones, variances, platting, conditional uses, temporary uses and special events, signs, and all associated environmental determinations. Building Services reviews building plans, conducts building inspections to insure safe occupancy, and approves fire suppression permits. Development Services oversees the permit counter which provides information, responds to questions, and takes in permit applications.

Code Compliance is charged with gaining adherence to specified SMC provisions and regulations: abandoned vehicles, illegal parking of vehicles/RVs, a wide variety of nuisances, and sign issues. The CC works in conjunction with the Sequim Police Department as necessary and also handles Animal Control.

City Of Sequim Budget Overview

Department of Community Development Growth Planning, Development Services and Code Compliance Chris Hugo, Director of Community Development

2015 Key Goals

- ❖ Present final draft of new Comprehensive Plan to Council for adoption.
- ❖ Assist the Council to complete the regional growth planning collaborative process including ratification of 2015-35 Countywide Planning Policies and 20-year population targets.
- ❖ Utilize the new Civic Center's design and co-located departments to create customer service enhancements and increased efficiency within the already good permitting process.
- ❖ Commence the preparation of a new Title 18 Zoning, amendments to subdivision regulations, and other development regulations to maintain consistency with new Comprehensive Plan.
- ❖ Start work with the IT Steering Committee to identify a new permitting system design and vendor for acquisition in 2016-17.

Key Assumptions

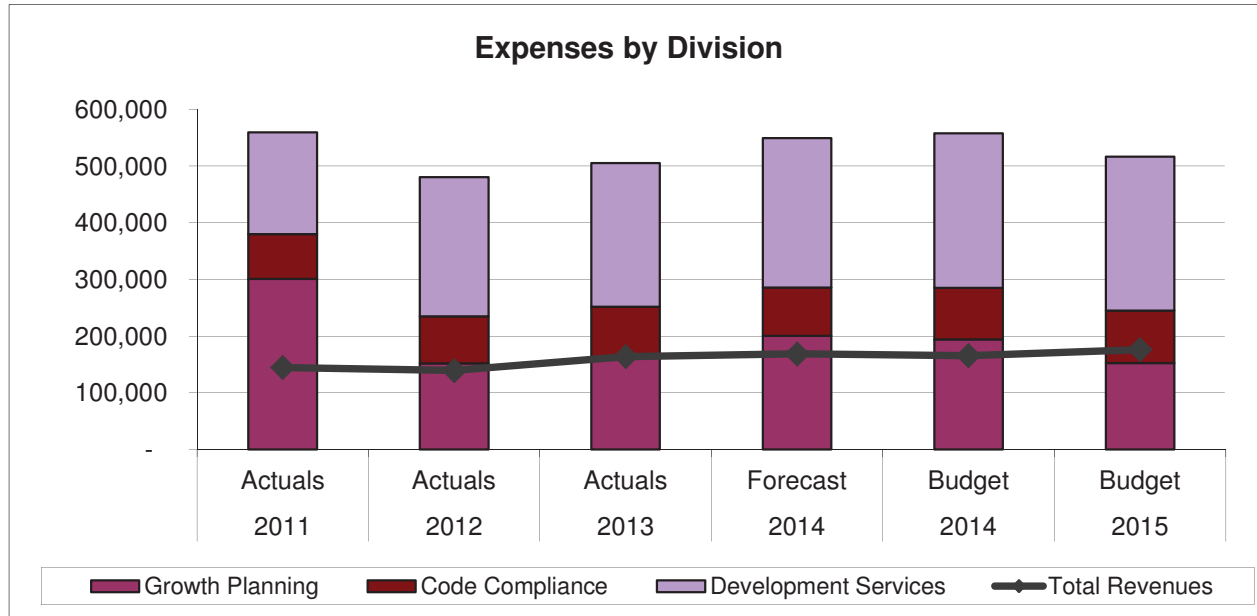
- ❖ Development activity will slightly increase for residential and non-residential development due to continued growth in national and regional economies and steady media attention to Sequim as a desirable retirement community.
- ❖ Utilization of new development opportunities in the new Comprehensive Plan may generate project activity that requires considerable staff time to coordinate, review and permit.
- ❖ Considerable staff resources will be expended in the first half of the year for archiving permit histories, converting project files to electronic records and other preparations to move into the Civic Center.

2015 Budget Summary

- No significant changes to programs or service delivery from the prior year.
- To meet a balanced budget, training and travel funds are greatly reduced or eliminated.
- No funds are budgeted for outside consulting resources other than to complete SEPA review for Comprehensive Plan.

**City of Sequim
2015 Budget
Other Information**

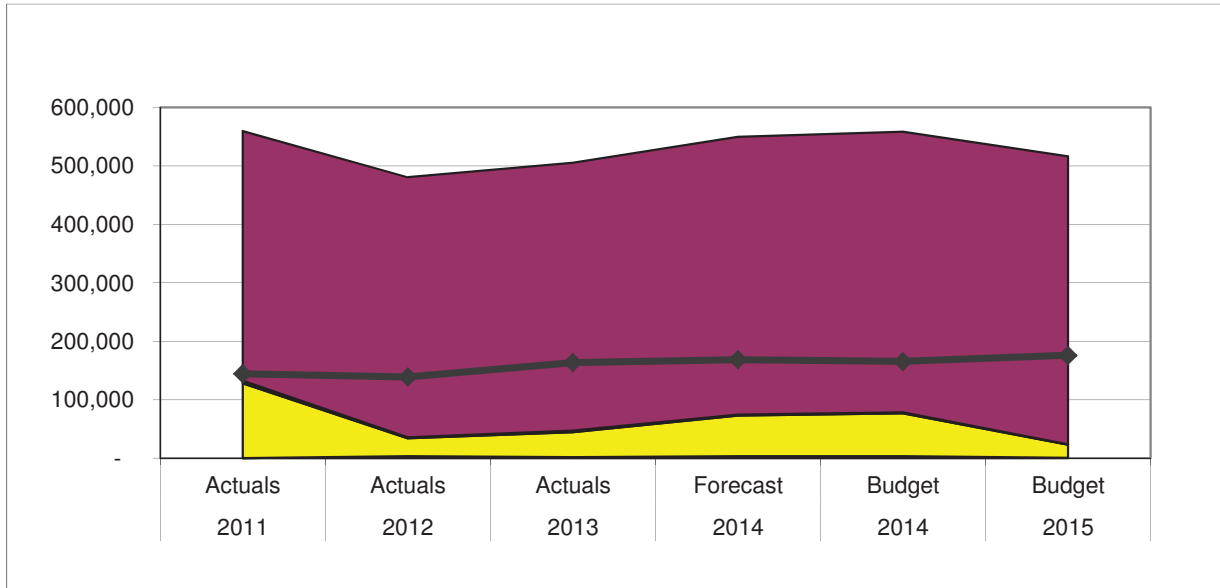
Department of Community Development



		2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014 Amount	%
Revenues									
30	Development Services	118,181	126,490	157,040	151,462	151,200	161,295	10,095	7%
24	Code Compliance	-	-	-	150	-	-	-	0%
50	Growth Planning	26,271	12,615	6,726	16,871	14,350	14,700	350	2%
	Total Revenues	144,452	139,105	163,766	168,483	165,550	175,995	10,445	6%
Expenses									
30	Development Services	179,772	245,657	253,357	263,747	272,762	271,694	(1,068)	0%
24	Code Compliance	78,651	83,020	88,750	85,554	90,918	92,154	1,236	1%
50	Growth Planning	301,127	151,691	163,179	200,168	194,411	152,572	(41,839)	-22%
	Total Community								
	Development Services	559,549	480,368	505,286	549,469	558,091	516,420	(41,671)	-7%

**City of Sequim
2015 Budget
5-Year Summary**

Department of Community Development



	2011 Actuals	2012 Actuals	2013 Actuals	2014 Forecast	2014 Budget	2015 Budget	2015-2014 Amount	%
Licenses & Permits	90,847	85,015	117,204	106,213	104,020	118,295	14,275	14%
Intergovernmental	21,530	4,736	2,764	5,400	5,400	3,600	(1,800)	-33%
Goods & Services	32,042	49,354	43,797	56,865	56,130	54,100	(2,030)	-4%
Misc Income	33	0	-	6	-	-	-	0%
Total Revenues	144,452	139,105	163,765	168,484	165,550	175,995	10,445	6%
Salaries & Benefits	426,838	444,490	457,792	474,983	479,417	492,785	13,368	3%
Operating Supplies	4,548	1,934	2,851	1,280	1,990	340	(1,650)	-83%
Charges for Services	128,163	30,284	42,783	69,546	73,025	22,379	(50,646)	-69%
Transfers (Equip Reserve)	-	3,660	1,860	3,660	3,660	915	(2,745)	-75%
Total Expenses	559,549	480,368	505,286	549,469	558,092	516,419	(41,673)	-7%

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